



ANIL KUMAR

PERSONAL PROFILE

Father's Name:

Shri Chander Pal

Date of Birth

4th-Dec-1981

Sex: - Male

Permanent Add:

Vill-Rajapur, Post- Chhutmalpur,

Distt- Saharanpur,

Pin-247662, (UP)

Mob no. - 9897345257

Marital status - Married

Language Known

Hindi & English

Nationality - Indian

Mail:

yadavanil02@gmail.com

Facebook:

[Facebook.com/anil.yadav.167](https://www.facebook.com/anil.yadav.167)

Twitter

[Twitter.com/@yadavanil022](https://twitter.com/@yadavanil022)

CARRIER OBJECTIVE

To work in a challenging environment that will test myself at all levels and utilize and ameliorate my professional as skills by way of positive contribution to the organization while at the same time being resourceful innovative and flexible.

JOB RESPONSIBILITIES

- Administration responsibilities.
- Expert in M .S. Office, online work & Data record.
- Establishes recruiting requirements by studying organization plans and objectives meeting with management to discuss needs.
- Manages new employee relocation by determining new employee requirements.
- Drafting & Typing of letters (Hindi & English both).
- Day to Day, Attendance and Salary record of Employees and data record.
- Material & Store Handling.
- Distribution of work to juniors.
- Filing, File Movement, Diary & Dispatch of letters.
- Conducting of various Training & Meetings.
- Visitor's Facilitation etc.
- Handling day-to-day query of visitors & Organization.
- Computer hardware and software knowledge.
- Work on ERP and any other related software.
- Hospital Management & Administration.
- Motivational Training to Staff & other employee time to time.
- Counselling of students, employee and other visitor if needed.

SKILL HIGHLIGHTS

- Recruiting, Interviewing Skills, Project Management, Judgment, Operations management, Strategic thinking, Communication and Organizational Skills
- MS-Office, Photo shop, ERP, PageMaker etc.
- Online work.
- Positive attitude
- Team-spirit
- Office Handling
- Trustworthy
- Analytical and Problem Solving
- Strong leadership

PROFICIENCY

Languages: English, Hindi English

Drafting of Letters: Hindi & English

Operating Systems: Window

7,8,10 &11

HOBBIES:-

- Reading Books & News Paper.
- Listening to Music.
- Team Leading.
- To do Administrative work.
- Typing

EXPERIENCE

- Presently working as an Admin officer (Management/Academic) Aarogyam Medical College & Hospital, Roorkee under Arogyam Education Trust
- **Chief Admin Officer /Joint Director** in **Mahaveer Institute of Management & Technology** Chhutmalpur, Saharanpur from October 2021 to December 2024.
- **Principal** in **Rashtriya Vidya Peeth Inter College** Chhutmalpur, Saharanpur from November 2020 to September 2021.
- **Chief Administrative Officer/Vice Principal** in **Shri Roopram Institute/International Academy**, Sona, Saharanpur from April 2019 to October 2020.
- **Chief Administrative Officer** in **Doon Ayurvedic Medical College /Doon Group of Colleges**, Sunderpur, Saharanpur from 22nd December 2012 to April 2019.
- **Deputy Registrar / Registrar Office In-charge** in **Stallion College for Engineering & Technology.** From July 2010 to December, 2012. Roorkee-D.DUN Road, Rasoolpur, Chhutmalpur, Saharanpur.
- **Center / Manager** at **Pundir Computer Education Center**, Chhutmalpur, Saharanpur from April. 2009 to June 2010.
- **HOD, Computer Department & Admin work** in **S.R. Inter College Dinarpur Gagalthari, S.R.E** (2008 to 2009).
- Astd. Teacher/Office Admin at **Vedik Siksha Niketon School, Chhutmalpur, Saharanpur** from April 2004 to March 2008.
- Astd. Teacher and Admin Work at **HBH Inter College, Gagalthari, Saharanpur** from Apr 2002 to March 2004.
- Advance Computer Awareness Training Course from IIPT, Saharanpur All Office work & E-mailing (1 year).

EDUCATION:-

- Completed High School in 1996 from U.P Board Allahabad.
- Completed Intermediate in 1998 from U.P Board Allahabad.
- Completed B. Sc. (P.C.M) in 2001 from C.C.S University Meerut.
- Completed M.A. (Poll. Sc.) in 2003 from C.C.S University Meerut.
- Completed M.A. (Edu.) in 2007 from C.C.S University Meerut.
- Completed M.B.A. (Operation Management) in 2012 from NIMS University, Jaipur, Rajasthan .
- Completed N.T.T (02 Years) in 2014 from NCT Delhi.

PROFESSIONAL QUALIFICATION:-

- PGDCA With 63.73% from **MCN University of Journalism and Communication, Bhopal** in 2009.
- DTP Six month Diploma with Grade “A” from **IICT Computer Saharanpur** in 2001.
- One-Year Masterclass Certificate in Hospital Administration Online mode.

TRAINING CERTIFICATE:-

- CG-14- New Way in School education.
- CBSE Based school calculation.

DECLARATION: -

I solemnly declare that the above information is true and correct to the best of my knowledge understand that if any information given above is found false / incorrect my candidature is liable to be rejected.

PLACE: - Saharanpur (U.P), INDIA, 247662.

ANIL KUMAR